

The Maryland-National Capital Park and Planning Commission

TITLE: Planning Division Chief
SERIES: Planning

GRADE: K CODE: 4342
DATE: 01/18/2000 (Rev)
FLSA: Exempt

Class Definition

Under general direction, manages a Planning Division to perform difficult professional planning work, involving considerable responsibility, complexity and variety. Provides direction, organizes and coordinates planning recommendations and decisions for the Planning Board and County Council's consideration for the division. Interprets County planning policy to develop and administer plans for land use, development, public facilities, functional management and parks in one County. Manages budget, sets work standards, and reviews major projects for the Division. Assures quality control and consistency among teams assigned to the division. Performs other related duties as assigned.

Essential Job Functions:

1. Plans and manages Division operations and programs. Interprets and implements County planning policy established by Planning Director, Planning Board and elected officials. Defines goals and objectives. Develops programs. Sets standards. Develops internal policies and procedures. Provides technical direction to staff on methodologies, issues, approaches, designs and recommendations. Reviews and approves major planning projects. Plans weekly agenda items for Planning Board. Coordinates and negotiates plans with other Commission units and government agencies.
2. As Division Chief, supervises and coordinates activities of Division personnel. Selects, trains and mentors staff. Plans, schedules, assigns and evaluates work of diverse team of professional staff. Conducts performance reviews, provides on-going guidance to staff, promotes career development training and professional/technical skills enhancement for Division. Manages human resource needs of the division. Resolves staff conflict and investigates employee disputes and grievances.
3. Resolves and synthesizes separate and divergent professional opinions and issues among or between staff, divisions, teams, citizens, elected officials and members of the development community.
4. Manages and coordinates special projects (e.g., proposals designed to produce new legislation for innovative development techniques and a variety of other subjects).
5. Manages division budget. Prepares annual budget request for the Division. Reviews and Controls expenditures in accordance with approved budget. Administers and controls grant-funded programs or projects.

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Examples of Important Duties (Continued)

6. Oversees Master Plan development and implementation of comprehensive Master Planning, Park Planning, and development review processes. Serves as authority for decisions throughout the Master Plan process. Plays a lead decision-making role for mandatory referrals, special exceptions, variances and local map amendments.
7. Represents the Planning Board and department as liaison with citizens, community groups, business groups, County Council, County Executive and other government agencies (e.g., COG, WSSC, Metro). Receives information, seeks cooperation, presents plans, answers questions, responds to requests and resolves complaints pertaining to Division operations regarding planning laws, policies and procedures.
8. Meets with or assigns staff to meet with Director, Policy Makers and/or Planning Division staff to identify needs, establish policies and procedures and make decisions regarding planning projects and associated with administrative matters (e.g., budget, personnel, facilities) within Department.
9. Maintains Division records. Writes periodic reports.

Important Worker Characteristics:

Extensive knowledge of: (1) the broad principles, practices, policies, procedures and techniques of planning; (2) Commission and County planning policies, procedures, and regulations;* (3) Commission and County government organization;* (4) County geography, and planning history;* (5) architecture; (6) engineering; (7) landscape architecture; (8) economics; (9) environmental science; (10) County parks system;* (11) recreation; (12) urban design; and (13) supervision.

Skill in operation of: (1) computers and basic software programs (e.g., word processing and spreadsheet); (2) audio/visual equipment; (3) recreational equipment; and (4) general office equipment.

Considerable ability to: (1) administer and coordinate a divisional planning program; (2) manage the human resources function; (3) evaluate the work of others; (4) represent the division and department effectively in a variety of meetings; (5) communicate effectively; (6) establish and maintain effective working relationships, both inside and outside the Commission.

* Developed primarily after employment in this job class.

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Minimum Qualifications:

1. Master's degree in planning, parks, architecture, engineering, environmental science, or related subjects; and
2. Eight years of a broad range of planning and/or regulatory related experience that included four years of supervisory experience or four years as a planning coordinator; or
3. An equivalent combination of education and experience.

Working Conditions

Work is performed in an office setting. Works in an environment with considerable pressure to meet goals and objectives. Required to deal with difficult customer/consumer issues.

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TITLE: Planning Division Chief GRADE: K CODE: 4342
WORKING TITLES: Division Chief, Area Team DATE: 01/13/88
Leader, Regional Team Leader REV: 09/17/96
SERIES: Planning

Class Definition

Under general direction, manages a Planning Division or an interdisciplinary team for an Area of the county, to perform difficult professional planning work, involving considerable responsibility, complexity and variety. This work may include oversight for both master plans and regulatory functions. Provides direction, organizes and coordinates planning recommendations and decisions for the Planning Board and County Council's consideration for the division/area. Interprets County planning policy to develop and administer plans for land use, development, public facilities, functional management and parks in one County. Manages budget, sets work standards, and reviews major projects for the Division/Area. Leads an interdisciplinary team in accomplishing a complex work program that may involve inter-, intra- division/area work. Assures quality control and consistency among teams assigned to the division or area. Performs other related duties as assigned.

Examples of Important Duties

1. Plans and manages Division/Area operations and programs. Interprets and implements County planning policy established by Planning Director, Planning Board and elected officials. Defines goals and objectives. Develops programs. Sets standards. Develops internal policies and procedures. Provides technical direction to staff on methodologies, issues, approaches, designs and recommendations. Reviews and approves major planning projects. Plans weekly agenda items for Planning Board. Coordinates and negotiates plans with other Commission units and government agencies.
2. Serves as division/team leader. Supervises and coordinates activities of Division/Area personnel. Selects, trains and mentors staff. Plans, schedules, assigns and evaluates work of diverse team of professional staff. Conducts performance reviews, provides on-going guidance to staff, promotes career development training and professional/technical skills enhancement for individual/team. Manages human resource needs of the division/region. Resolves staff conflict and investigates employee disputes and grievances.
3. Resolves and synthesizes separate and divergent professional

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TITLE: Planning Division Chief GRADE: K CODE: 4342
WORKING TITLES: Division Chief, Area Team DATE: 1/13/88
Leader, Regional Team REV: 9/17/96
SERIES: Planning

Examples of Important Duties (Continued)

- opinions and issues among or between staff, divisions, teams, citizens, elected officials and members of the development community.
4. Manages and coordinates special projects (e.g., proposals designed to produce new legislation for innovative development techniques and a variety of other subjects).
 5. Prepares annual budget request for the Division/Area. Controls expenditures in accord with approved budget. Administers and controls grant-funded programs or projects.
 6. Facilitates Master Plan development and implementation of comprehensive Master Planning, Park Planning, and development review processes. Serves as authority for decisions throughout the Master Plan process. Plays a lead decision-making role for mandatory referrals, special exceptions, variances and local map amendments.
 7. Represents the Planning Board and department as liaison with citizens, community groups, business groups, County Council, County Executive and other government agencies (e.g., COG, WSSC, Metro). Receives information, seeks cooperation, presents plans, answers questions, responds to requests and resolves complaints pertaining to Division/Area operations regarding planning laws, policies and procedures.
 8. Meets with or assigns staff to meet with Director, Policy Makers and/or Planning Division/Area staff to identify needs, establish policies and procedures and make decisions regarding planning projects and associated with administrative matters (e.g., budget, personnel, facilities) within Department.
 9. Maintains records on production of staff reports, including the coordination of inter-divisional referrals. Writes periodic administrative reports.

Important Worker Characteristics

- A. Extensive knowledge of (1) the broad principles, practices,

policies, procedures and techniques of planning; (2) Commission and County planning policies, procedures, and regulations;* (3) Commission and County government organization;* (4) County geography, and planning history;* (5) architecture; (6) engineering; (7) landscape architecture; (8) economics; (9) environmental science; (10) County parks system;* (11) recreation; (12) urban design; (13) current supervisory and administrative techniques; (14) applicable personnel rules and regulations.

- B. Considerable ability to (1) administer and coordinate a divisional planning program; (2) manage the human resources function; (3) evaluate the work of others; (4) represent the division and department effectively in a variety of meetings; (5) communicate effectively with the public; (6) establish and maintain effective working relationships, both inside and outside the Commission.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Master's degree in planning, parks, architecture, engineering, environmental science, or related subjects; and
2. Eight years of a broad range of planning and/or regulatory related experience that included two years of supervisory experience or four years as a planning coordinator; or
3. An equivalent combination of education and experience.

Working Conditions

Works in centralized planning facility. Considerable pressure to manage program and resources.